

TAB A

OFFICE OF THE PERSONNEL DIRECTOR (CIA)

1. Responsible for the administration of an Agency-wide personnel program including the recommendation of personnel policies, regulations and standards.
2. Responsible for the effective operation of programs of personnel procurement, placement, personnel relations and welfare, classification, psychological testing and evaluation, career development, and procurement and assignment of military personnel.
3. Maintenance of recordkeeping and reporting operations.
4. Inspection and review and evaluation of all phases of personnel management activity wherever performed in the Agency.
5. Represents the Agency on personnel matters with the U. S. Civil Service Commission, The Federal Personnel Council, the Selective Service System, the Department of State, Department of Defense and such other agencies as may be designated.
6. Conducts such research in the field of personnel management as required in support of operational programs.

SECURITY INFORMATION

TAB B

ASSISTANT CHIEF OF ADMINISTRATION DD/P ADMIN

With respect to all personnel matters:

1. Assures continuing effectiveness and progressive improvement in personnel support activities in which the DD/P has interests through the conduct of continuous monitoring of such activities.
2. Conducts such surveys, studies and conferences at a high level as are necessary in developing appropriate information, data and recommendations concerning problems of a personnel support nature.
3. Reviews operations and activities of the clandestine services in order to determine where personnel support weaknesses or deficiencies exist in order to improve efficiencies and effect economies.
4. Performs such technical and staff supervision and coordination as may be necessary to insure appropriate personnel support for the clandestine services.
5. Collaborates with personnel support elements in the development and interpretation of personnel policies relative to clandestine services.

~~**SECRET**~~
SECURITY INFORMATION

~~SECRET~~
SECURITY INFORMATION

TAB C

ADMINISTRATIVE SUPPORT FOR NEA DIVISION
(NEA/CIA Bulletin No. 25, 16 Sept 52)

1. Effective this date the Administrative Staff, NEA, will be responsible for all administrative actions necessary to support the Division's activities, both in the field and the U.S.

2. The Administrative Staff has three sections: Personnel, Supply and Services and Budget and Finance. These sections will perform the following duties in close coordination with the appropriate country and staff branches:

a. Personnel Section will be responsible for the accomplishment of all actions necessary on personnel within NEA Division's responsibility to include:

- (1) Recruitment
- (2) Promotion
- (3) Assignment and reassignment
- (4) Testing and assessment
- (5) Training
- (6)
- (7) Career management
- (8) Agent contracts
- (9) Employee relations

b. Supply and Services Section

c. Budget and Finance Section

3. The Chief, Administration Staff, will also serve as the principal planner and advisor to the NEA Division Chief on personnel, supply and service, budget and finance matters, and organizational and management problems.

4. In the discharge of these responsibilities, the Administration Staff is the authorized channel for liaison with appropriate CIA staff elements and will also maintain close liaison with branches and staffs of the NEA Division. All branch personnel are requested to release, upon request, such administrative documents as become necessary to the discharge of the responsibilities of the Administrative Staff.

/s/

Chief
Division of Near East
and Africa

~~SECRET~~
SECURITY INFORMATION

REF ID: A66666
INFORMATION

TAB D

ADMINISTRATIVE ASSISTANT - BRANCH (NEA-5)

Set up and maintain Headquarters and Field Personnel records for the entire Branch. Information in records includes all biographic data on personnel, CIA Training, grade increases, duty stations, etc. Maintain similar records on all Staff and Contract Agents for NEA-5.

Responsible for an up-to-date record of all personnel actions initiated by the Branch Chief and continuous follow-up to ascertain progress made on such actions.

Maintain a pseudonym file of Headquarters and Field Personnel for use of Branch Chief.

Maintain a Field Agent file for all NEA-5 Stations for use of Branch Chief.

PROJECT - CASE - OPERATIONS OFFICER

Responsible for the development and functioning of operational support to include training, briefing, debriefing, providing cover, initiating requests for personnel actions and dispatch of field personnel to the area of operations.

Initiation of cables and field dispatches in connection with proper administrative and/or operational matters.

Give constant attention to the proper financial and personnel administration of the project.

(The above is a condensation of current job descriptions on file, pertinent to personnel functions. They are offered to show the duplication of effort being performed by Administrative Assistants, Case Officers, and the Personnel Section of the Division.)

SECRET
SECURITY INFORMATION

TAB E-1

PERSONNEL SECTION - NSA

| Title | No. | Grade |
|----------------|-----|-------|
| Actg. Pers. O. | 1 | GS-9 |

Military Pers. & Trng.

| Title | No. | Grade |
|--------------------|-----|-------|
| Pers. & Trng. O. | 1 | GS-9 |
| *Military Pers. O. | 1 | GS-7 |
| Admin. Asst. | 1 | GS-5 |

Records and Trans.

| Title | No. | Grade |
|---------------|-----|-------|
| Pers. O. | 1 | GS-6 |
| Pers. Clerk | 1 | GS-5 |
| Pers. Clerk | 1 | GS-4 |
| *Clerk-Typist | 1 | GS-4 |

* Detailed

6 - Regular
2 - Detailed

SECRET
SECURITY INFORMATION

PERSONNEL SECTION

TAB E-2RECORD OF OVERTIME - PERSONNEL SECTION

| <u>Title</u> | <u>Grade</u> | <u>Overtime hours</u> <u>1 Jan - 15 March</u> |
|------------------------------|--------------|--------------------------------------------------|
| Acting Personnel Officer | GS-9 | 82 |
| Personnel & Training Officer | GS-9 | 214 |
| Personnel Officer | GS-6 | 32 |
| Administrative Assistant | GS-5 | 8 |
| Personnel Clerk | GS-5 | 15 |
| Personnel Clerk | GS-4 | 15 |
| *Military Personnel Officer | GS-7 | 44 |
| *Clerk-Typist | GS-4 | <u>0</u> |
| Total Overtime (2½ mos.) | | 410 hours |

$410 \div 2\frac{1}{2} = 164$ hours per month.

* Detailed to Personnel Section.

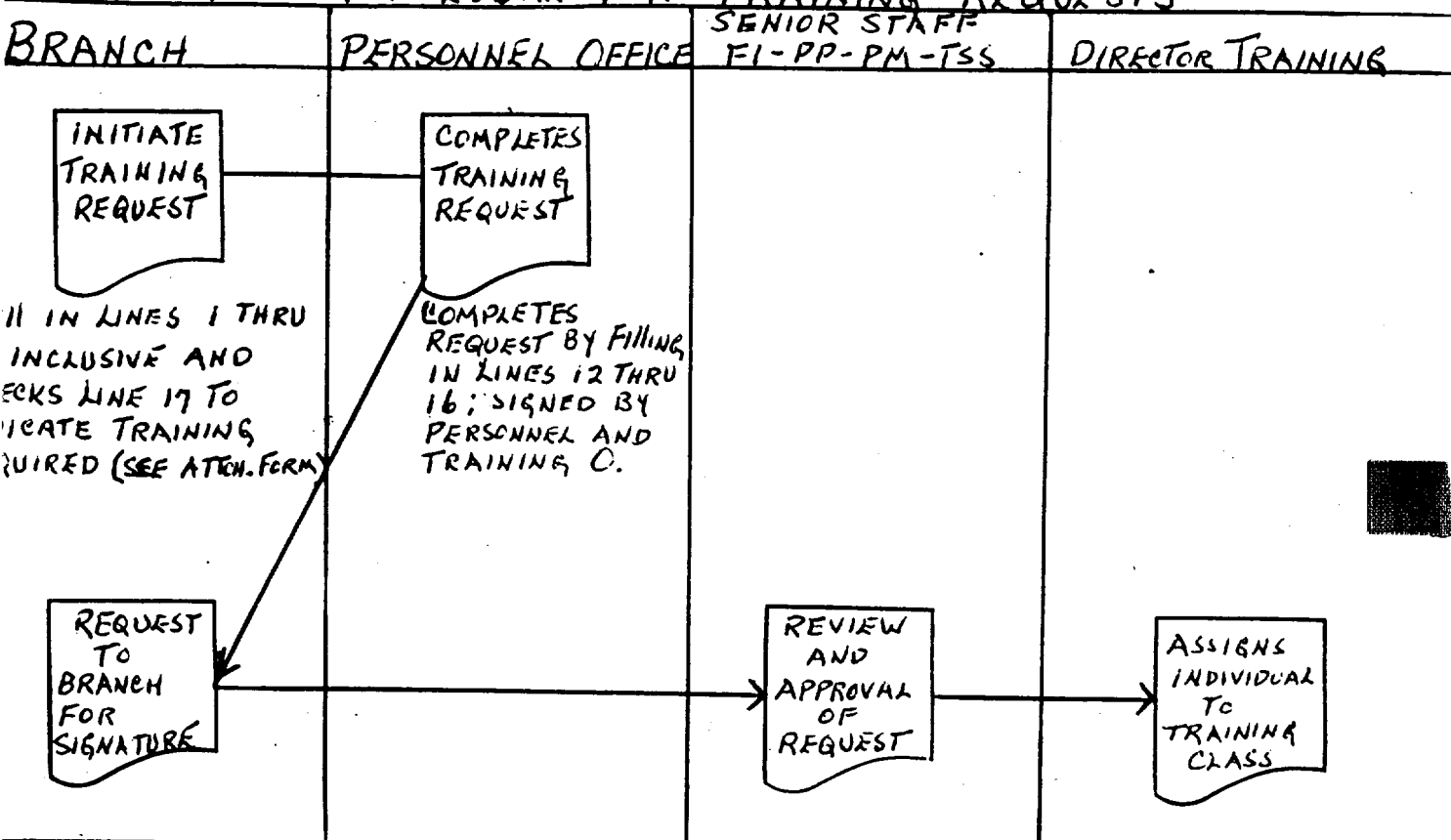
ACTION

Page Denied

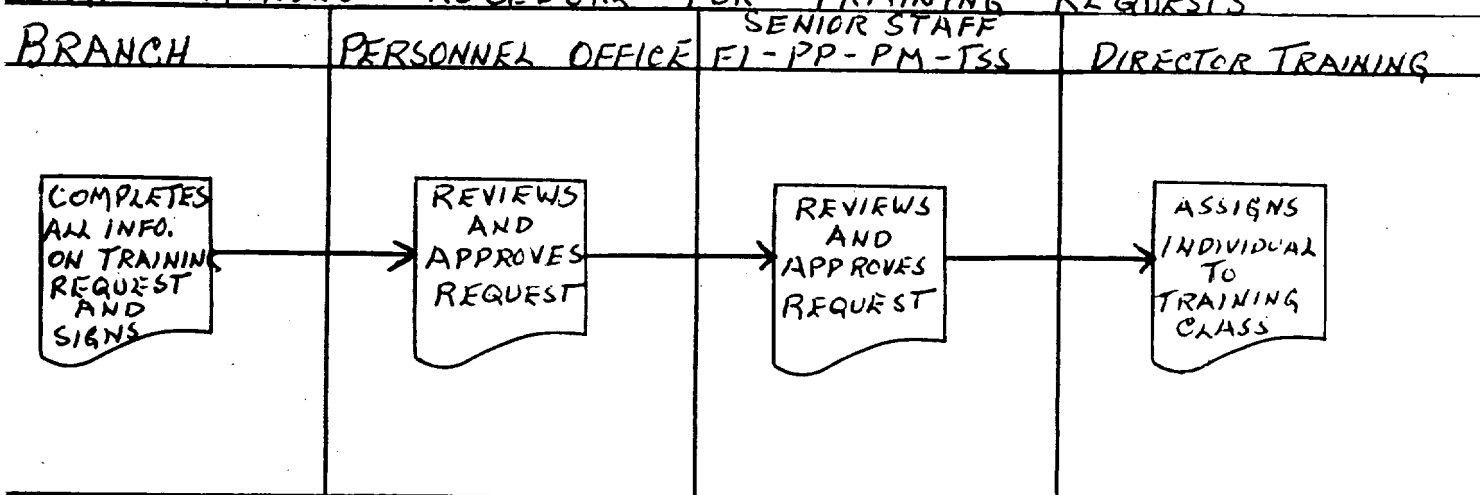
25X9

SECRET
SECURITY INFORMATION

PRESENT PROCEDURE FOR TRAINING REQUESTS



RECOMMENDED PROCEDURE FOR TRAINING REQUESTS



SECRET
SECURITY INFORMATION

SECRET
SECURITY INFORMATION

F-10

TRAINING REQUEST

THREE COPIES OF THIS FORM SHALL BE FORWARDED TO TRAINING (COVERT) TO REQUEST TRAINING.

1. NAME OR PSEUDONYM (CHECK WHICH) LAST FIRST MIDDLE

☐ ☐ ☐ Mr.
☐ Mrs.
☐ Miss

2. AGE 3. GRADE (GS OR RANK) 4. DATE OF REQUEST

5. DATE TO REPORT FOR TRAINING 6. SECURITY CHECK COMPLETED:

TOP SECRET ☐ SECRET ☐ PROVISIONAL ☐

7. OFFICE DIVISION BRANCH

8. RESPONSIBLE DIVISION OR BRANCH OFFICER

LAST NAME FIRST MIDDLE EXTENSION BUILDING ROOM NO.

9. DESTINATION 10. DATE OF DEPARTURE

11. PROJECTED ASSIGNMENT WITH SPECIFIC DETAILED AND CONCRETE DESCRIPTION OF DUTIES

12. EDUCATIONAL HISTORY:

| COLLEGE | DATES ATTENDED | MAJOR SUBJECTS | DEGREES (IF ANY) |
|---------|----------------|----------------|------------------|
| | | | |

13. SIGNIFICANT OCCUPATIONAL HISTORY (INCLUDING MILITARY SERVICE)

| DATES | EMPLOYER | DUTIES |
|-------|----------|--------|
| | | |

14. LIST BACKGROUND IN INTELLIGENCE ACTIVITIES INCLUDING DATES, ORGANIZATION, LOCATION, AND GENERAL DESCRIPTION OF ACTIVITIES.

51-1

SECRET
SECURITY INFORMATION

(45)

SECRET

SECURITY INFORMATION

15. List Previous Intelligence Training, Including Dates, Organization or Institution, and Location.

16. List Foreign Travel and Residence, and Reason Therefor, including Countries and Inclusive Dates.

DATES

COUNTRY

REASON

2511A14a

17. Indicate Training Required (By Check Mark)

* If Branch desires specific assignments, please indicate in remarks.

** Please indicate in remarks other type of training desired.

18. Remarks

Division or Branch Officer (Signature)

20. Training Liaison Officer (Signature)

SECRET
SECURITY INFORMATION

Page Denied

STANDARD FORM 52
 PROMULGATED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JANUARY 1960—FEDERAL PERSONNEL
 MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
 If applicable, obtain resignation and fill in separation data on reverse.

| | | | | |
|-----------------------------------------------------------------------------------------------------------|--|-----------------------------------|----------------|--------------------------------------|
| 1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) | | 2. DATE OF BIRTH | 3. REQUEST NO. | 4. DATE OF REQUEST |
| 5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) | | 6. EFFECTIVE DATE A. PROPOSED: | | 7. C. S. OR OTHER LEGAL AUTHORITY |
| B. POSITION (Specify whether establish, change grade or title, etc.) | | B. APPROVED: | | |

| | | |
|----------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------|
| FROM— | 8. POSITION TITLE AND NUMBER | TO— |
| | 9. SERVICE, GRADE, AND SALARY | |
| | 10. ORGANIZATIONAL DESIGNATIONS | |
| | 11. HEADQUARTERS | |
| <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL | 12. FIELD OR DEPARTMENTAL | <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL |

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)

D. REQUEST APPROVED BY

Signature: _____

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Title: _____

13. VETERAN PREFERENCE

| NONE | WWII | OTHER | 5-PT. | 10-POINT |
|------|------|-------|-------|--------------|
| | | | | DISAB. OTHER |

14. POSITION CLASSIFICATION ACTION

| NEW | VICE | L. A. | REAL |
|-----|------|-------|------|
| | | | |

| | | |
|---------|----------|-------------------|
| 15. SEX | 16. RACE | 17. APPROPRIATION |
| | | FROM: |
| | | TO: |

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE
☐ CLAIMED ☐ PROVED
 STATE: _____

21. STANDARD FORM 50 REMARKS

22. CLEARANCES

INITIAL OR SIGNATURE

DATE

REMARKS:

A.

B. CEIL. OR POS. CONTROL

C. CLASSIFICATION

D. PLACEMENT OR EMPL.

E.

F. APPROVED BY

23. RESIGNATION**I RESIGN FOR THE FOLLOWING REASON:**

DATE _____

MY LAST WORKING DAY WILL BE _____

(SIGNATURE) _____

24. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) _____

(CITY) _____

(ZONE) _____

(STATE) _____

BRIEF DESCRIPTION OF DUTIES**QUALIFICATIONS****EDUCATION**

Essential:

AGE RANGE _____ (If pertinent) SEX _____

Desired:

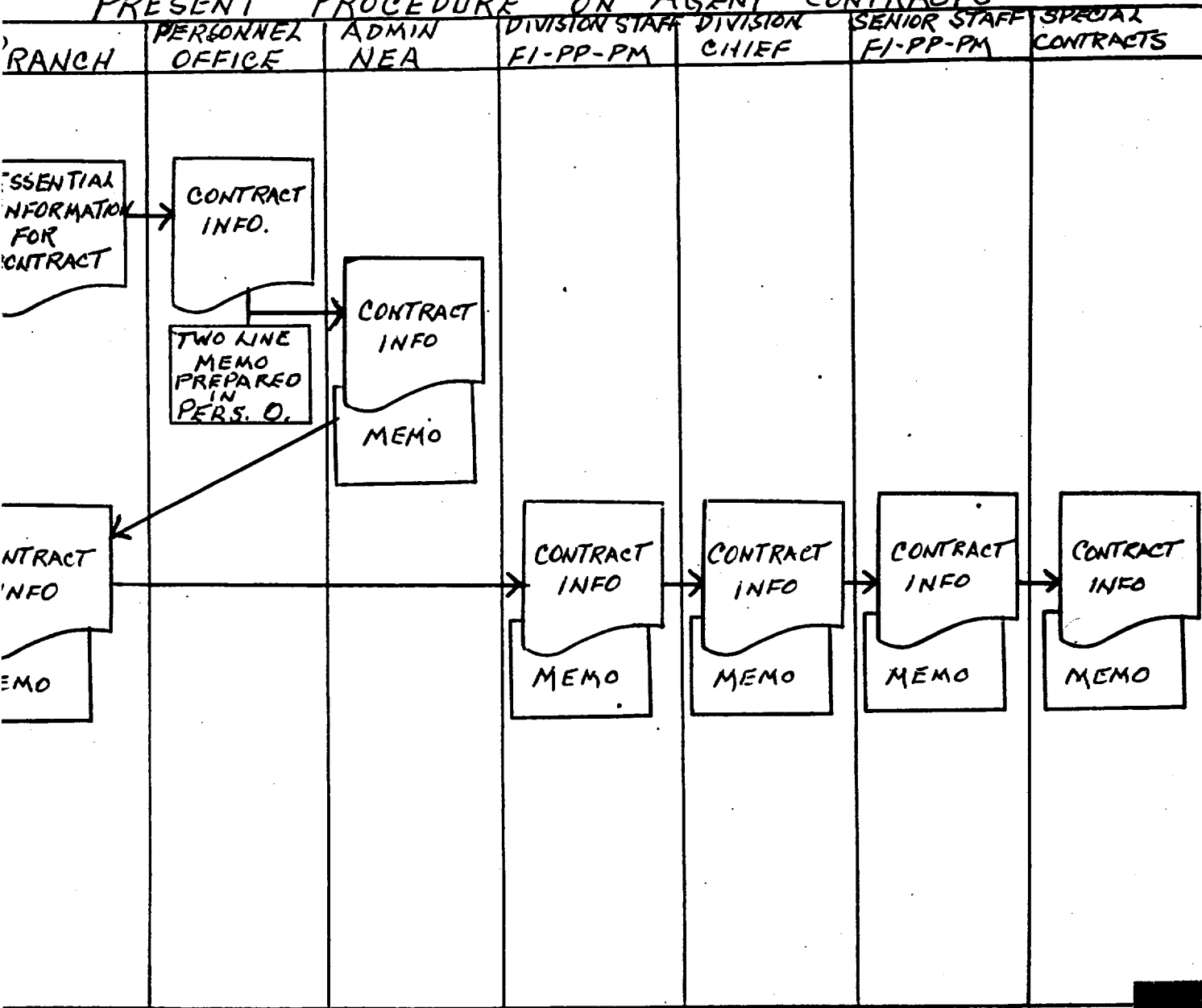
ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)**DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)**

Page Denied

Next 4 Page(s) In Document Denied

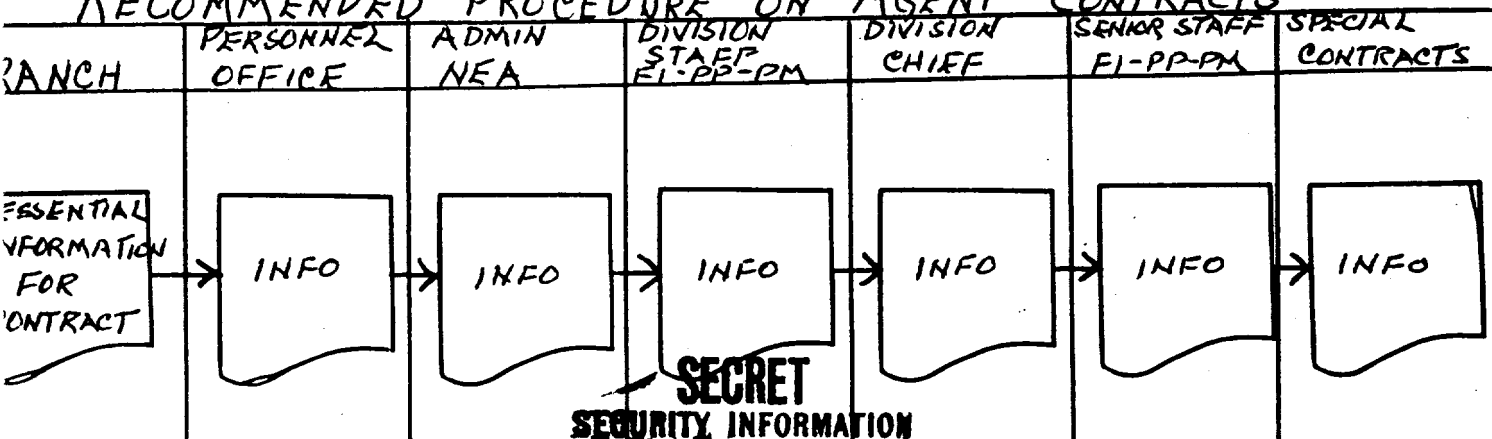
SECRET
SECURITY INFORMATION

PRESENT PROCEDURE ON AGENT CONTRACTS



TABLE

RECOMMENDED PROCEDURE ON AGENT CONTRACTS



SECRET
SECURITY INFORMATION

Page Denied

Next 2 Page(s) In Document Denied

S-E-C-R-E-T
Security Information

XII. Term

- A. Duration of contract _____
B. Effective date of contract: _____
 (1) On execution (check) _____ (2) Other (specify) _____
C. Renewable: Yes _____ No _____
D. Termination Notice _____
 (number of days, if any) _____
E. Forfeiture of return travel for resignation prior to contract
 term. Yes _____ No _____ (Explain) _____

XIII. Additional or unusual requirements, justifications or explanations.

XIV. Will agent take title to CIA property? Yes _____ No _____

/

Approving Officer

Signature of Case Officer

- 4 -

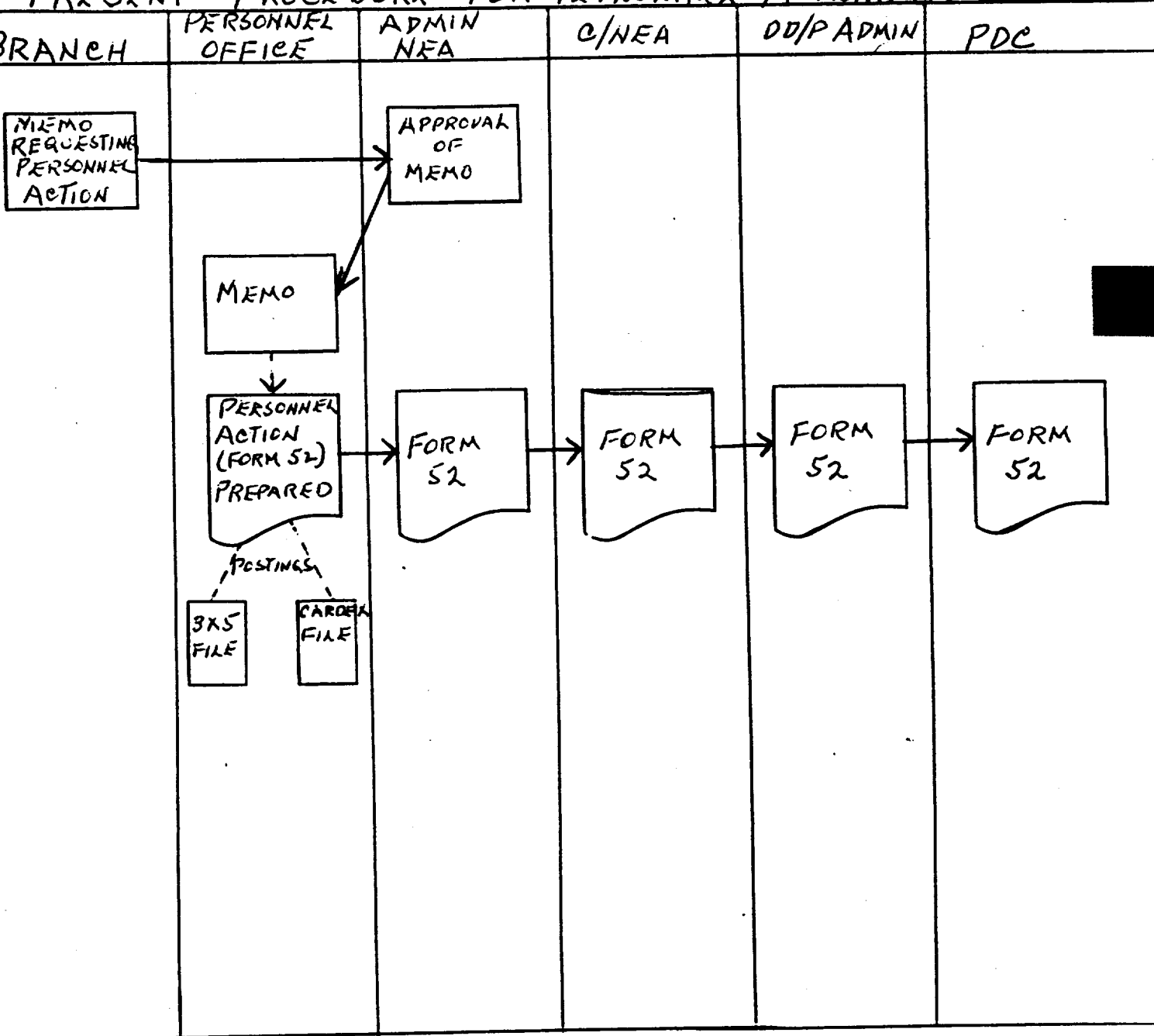
S-E-C-R-E-T
Security Information

Page Denied

Next 13 Page(s) In Document Denied

SECRET
SECURITY INFORMATION

PRESENT PROCEDURE FOR PERSONNEL ACTIONS (FORM 52)



SECRET
SECURITY INFORMATION

STANDARD FORM 52
 PROMULGATED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JANUARY 1964—FEDERAL PERSONNEL
 MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.
 If applicable, obtain resignation and fill in separation data on reverse.

| | | | |
|-----------------------------------------------------------------------------------------------------------|------------------|-----------------------------------|--------------------------------------|
| 1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) | 2. DATE OF BIRTH | 3. REQUEST NO. | 4. DATE OF REQUEST |
| 5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) | | 6. EFFECTIVE DATE A. PROPOSED: | 7. C. S. OR OTHER LEGAL AUTHORITY |
| B. POSITION (Specify whether establish, change grade or title, etc.) | | B. APPROVED: | |

| | | |
|----------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------|
| FROM— | 8. POSITION TITLE AND NUMBER | TO— |
| | 9. SERVICE, GRADE, AND SALARY | |
| | 10. ORGANIZATIONAL DESIGNATIONS | |
| | 11. HEADQUARTERS | |
| <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL | 12. FIELD OR DEPARTMENTAL | <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL |

A. REMARKS (Use reverse if necessary)

| | |
|-------------------------------------------------------------------|------------------------|
| B. REQUESTED BY (Name and title) | D. REQUEST APPROVED BY |
| C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) | Signature: _____ |
| | Title: _____ |

| | | | | | | | | | |
|------------------------|----------|-------------------|-------|--------------|----------------------------------------------------|------|--------------------------------------------------------------|------|------------------------------------------------------------------|
| 13. VETERAN PREFERENCE | | | | | 14. POSITION CLASSIFICATION ACTION | | | | |
| NONE | WWII | OTHER | 5-PT. | 10-POINT | NEW | VICE | L. A. | REAL | |
| | | | | DISAB. OTHER | | | | | |
| 15. SEX | 16. RACE | 17. APPROPRIATION | | | 18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) | | 19. DATE OF APPOINT- MENT AFFIDAVITS (ACCESSIONS ONLY) | | 20. LEGAL RESIDENCE |
| | | FROM: | | | | | | | <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED |
| | | TO: | | | | | | | STATE: |

21. STANDARD FORM 50 REMARKS

| | | | |
|--------------------------|----------------------|------|----------|
| 22. CLEARANCES | INITIAL OR SIGNATURE | DATE | REMARKS: |
| A. | | | |
| B. CEIL. OR POS. CONTROL | | | |
| C. CLASSIFICATION | | | |
| D. PLACEMENT OR EMPL. | | | |
| E. | | | |
| F. APPROVED BY | | | |

23. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

(SIGNATURE) _____

24. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) _____

(CITY) _____

(ZONE) _____

(STATE) _____

BRIEF DESCRIPTION OF DUTIES**QUALIFICATIONS**

EDUCATION

(If pertinent)

AGE RANGE _____ SEX _____

Essential:

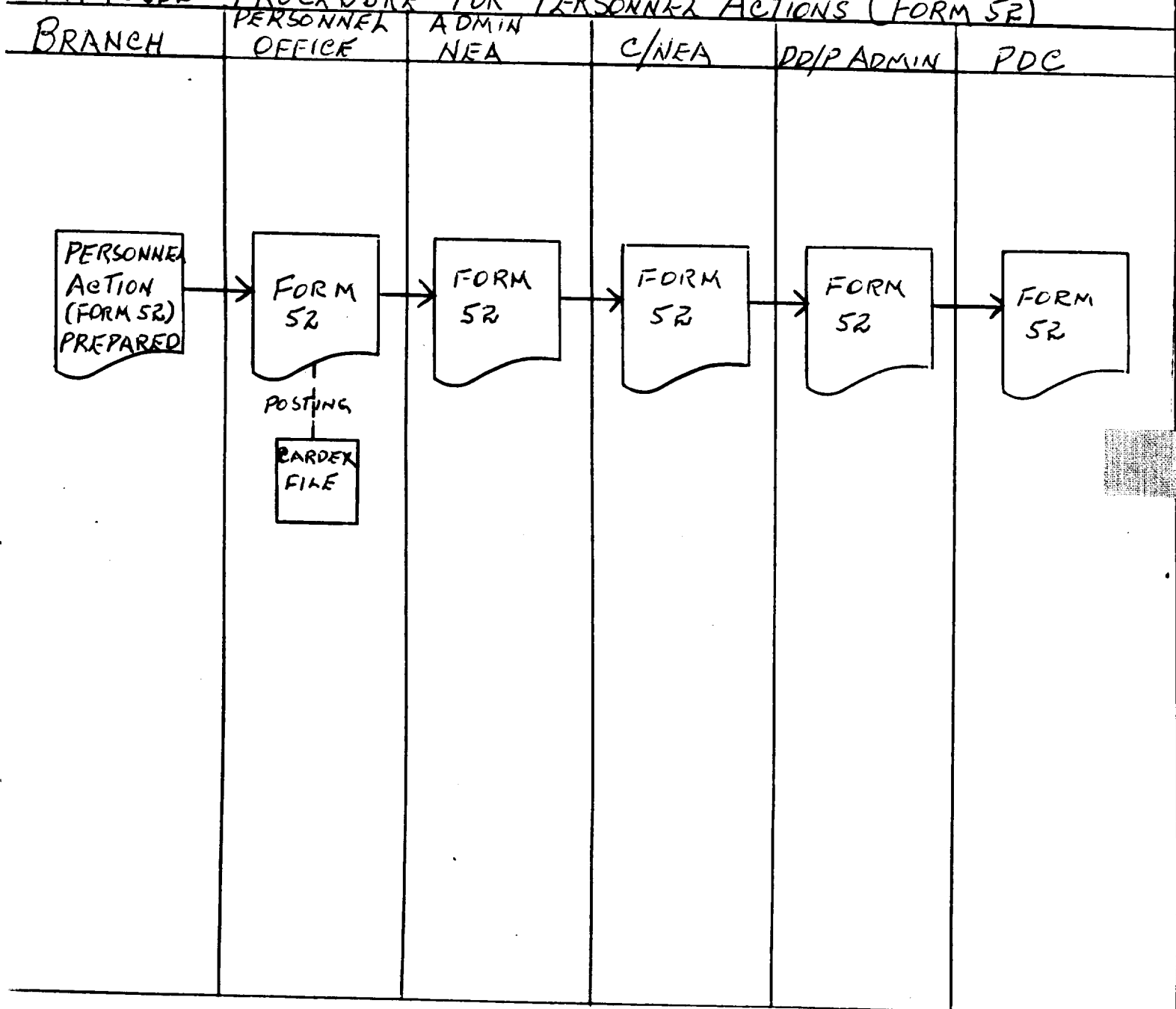
Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

SECRET
SECURITY INFORMATION

PROPOSED PROCEDURE FOR PERSONNEL ACTIONS (FORM 52)



SECRET
SECURITY INFORMATION

~~SECRET~~
SECURITY INFORMATION~~CONFIDENTIAL~~

Expenditure of Time of Individuals in Personnel Section - NEA.

| Title | Grade | Hrs. Now Required Weekly Aver. | Hours Saved See NB. | Balance |
|---------------------------|-------|--------------------------------------|---------------------------|---------|
| Acting Personnel O | GS-9 | 47.4 | | 47.4 |
| Personnel and Training O. | GS-9 | 59.4 | 29.8 | 29.6 |
| Personnel O. | GS-6 | 43.0 | 4.3 | 38.7 |
| Administrative Asst. | GS-5 | 40.7 | 6.1 | 34.6 |
| Personnel Clerk | GS-5 | 41.3 | | 41.3 |
| Personnel Clerk | GS-4 | 41.3 | 5.0 | 36.3 |
| *Military Pers. O. | GS-7 | 44. | 35.2 | 8.8 |
| Totals | | 317.1 | 80.4 | 236.7 |

* Detailed but not assigned.

NB1 - By installing Recommended Procedures referred to in paragraphs 1, 2, 3, 4 and 5 of Recommendations. (Concurrence on all of which has been obtained from Acting Pers. O.)

| | |
|------------------------------------------------------|---------------|
| Salaries and overtime cost at present projected | - \$36,283.40 |
| annual rate | |
| Cost for 240 hrs. per week (annual base of 6 regular | - 23,910.00 |
| assigned personnel) (6x40 =240) | |
| Estimated yearly savings | \$12,373.40 |

Further savings can be made by adoption of Recommendation No. 6.
Estimated time savings of this recommendation is 24 hours per week
(60% of one individuals time).

~~CONFIDENTIAL~~~~SECRET~~
SECURITY INFORMATION